

**THE REGULAR MEETING OF THE  
HOUSING AUTHORITY OF FORT FAIRFIELD  
WAS HELD ON JUNE 15, 2022 AT 7:00 A.M.  
VIA ZOOM**

**I. ROLL CALL**

Chairman, Duska Day, called the meeting to order; those present were: Jason Barnes, Anne Blanchard  
Donna Currie, David Donovan, Sean Bernard, and Andrew Coiley Absent:

Guest Mark Neddeau

**II. REVIEW OF MINUTES**

The MINUTES of the May 18, 2022 meeting were presented for review and approval.

There was one spelling error that needed to be corrected

**UPON MOTION** made by Jason Barnes and seconded by Anne Blanchard the corrected MINUTES  
were approved.

**III. REPORTS AND COMMUNICATIONS**

• **Director's Report: Atch 1.**

The Executive Director mentioned that nothing out of the ordinary took place.

**UPON MOTION** made by Andrew Coiley Seconded by Anne Blanchard to approve the Director's  
Report as presented was unanimously approved.

**IV. UNFINISHED BUSINESS:**

**V. NEW BUSINESS:**

- **Commissioner Nominations-** Mark Neddeau a Section 8 Resident has agreed to become a resident commissioner.

**HAFF 22-35**

**UPON MOTION** made by Sean Bernard and Seconded by Donna Currie to approve the Mark Neddeau  
as Commissioner for The Housing Authority of Fort Fairfield.

**BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of Fort Fairfield that  
they hereby approve the Mark Neddeau as Commissioner

The resolution was unanimously approved.

The Chairman declared said motion carried and said resolution adopted.

This resolution is effective immediately

- **Capital Fund Projects, kitchens, doors, and bathrooms-** S.W. Collins was awarded the project for Borderview Kitchens. Haney's was awarded the door purchase and the door install and bathroom project are currently out to bid.
- **Fields Lane II Management Review and Inspection-** Maine Housing inspected FLII and gave us a 100 score. The Management Review took place June 9, 2022 but has not been finalized.
- **ACAP Tax Prep-** The Housing Authority is hosting ACAP to perform tax prep for Fort Fairfield residents today. They would like to do another one in two weeks; however, we have come across some issues with people being rude and information not being clear. We would like to host the next one at Hillcrest Estates.
- **SEMAP-** Tracie received a 100% for the first time ever for the Section 8 Program from HUD. She has done an amazing job keeping her vouchers filled.

- **Tenant Charge List** – The Executive Director presented a change to the Tenant Charge list for Open Windows. The Housing Authority currently charges \$50.00 per occurrence. However, with fuel prices increasing and with the cost to repair busted pipes, the Executive Director would like to change the charge to 100.00 per window

**HAFF 22-36**

**UPON MOTION** made by Andrew Coiley and Seconded by Anne Blanchard to approve the revised Tenant Charge List

**BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of Fort Fairfield that they hereby approve the revised Tenant Charge List.

The resolution was unanimously approved.

The Chairman declared said motion carried and said resolution adopted.

This resolution is effective immediately

**VI. OTHER:**

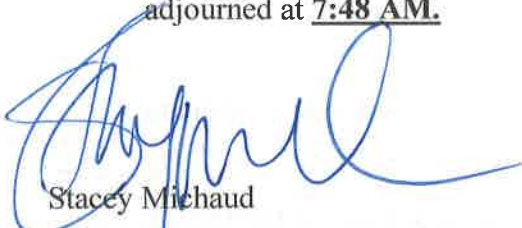
- **Executive Director**- the Executive Director has enrolled in school for a summer session.
- **New Gardener**- our current gardener broke her foot at home and we will need to hire a new one.
- **MPBF**- Corn Hole will return to HE and vendors will be at Fields Lane

**VII. ADJOURN:**

There being no further business to come before the Board;

**UPON MOTION** made by Jason Barnes and seconded by Donna Currie it was passed unanimously to adjourn.

**The next meeting will be held Wednesday, July 20, 2022 VIA ZOOM at 7:00 AM.** Meeting was adjourned at **7:48 AM.**



Stacey Michaud  
Secretary

**Fort Fairfield Housing Authority**  
**BVW, HE, FL1 & FL3 Operating Statement**

202205				
Desc	Current Period	Current Year	Year to Date Budget	Year Budget
00.000.3110.000 Dwelling Rentals	\$ (31,704.00)	\$ (333,406.69)	\$ (293,333.37)	\$ (320,000.00)
00.000.3120.000 Excess Utilities	\$ -	\$ (320.42)	\$ -	\$ -
00.000.3300.000 HUD Operating Subsidy Grant	\$ (15,748.00)	\$ (311,128.00)	\$ (325,219.62)	\$ (354,785.00)
00.000.3300.100 COVID OP Subsidy	\$ -	\$ (6,176.12)	\$ -	\$ -
00.000.3610.000 Interest General Fund	\$ (12.07)	\$ (1,295.13)	\$ (1,191.63)	\$ (1,300.00)
00.000.3690.100 Late Charges	\$ (165.65)	\$ (1,516.25)	\$ -	\$ -
00.000.3690.200 Laundry Receipts	\$ -	\$ (1,456.50)	\$ (1,375.00)	\$ (1,500.00)
00.000.3690.300 Other Misc. Income	\$ (618.17)	\$ (6,857.26)	\$ -	\$ -
00.000.3690.400 Collection Of Written Off Receivables	\$ (295.00)	\$ (3,296.26)	\$ -	\$ -
00.000.3690.500 Services W/orders Tenants	\$ (278.00)	\$ (5,036.51)	\$ (1,375.00)	\$ (1,500.00)
00.000.8020.200 Capital Fund Grant - Operating	\$ -	\$ (8,509.96)	\$ (27,500.00)	\$ (30,000.00)
<b>Total Income</b>	<b>\$ 48,820.89</b>	<b>\$ 678,999.10</b>	<b>\$ 649,994.62</b>	<b>\$ 709,085.00</b>
00.000.4110.000 Administrative Salary	\$ 16,695.28	\$ 183,400.94	\$ 101,679.38	\$ 110,923.00
00.000.4111.000 Contra Administrative Salaries	\$ (8,728.86)	\$ (93,689.70)	\$ (78,902.12)	\$ (86,075.00)
00.000.4130.000 Legal Expense	\$ 1,565.91	\$ 4,836.24	\$ 4,583.37	\$ 5,000.00
00.000.4140.000 Insufficient Checks	\$ 10.00	\$ 20.00	\$ -	\$ -
00.000.4145.000 Staff Training	\$ -	\$ 35.00	\$ 2,291.63	\$ 2,500.00
00.000.4150.000 Travel Expense	\$ 118.27	\$ 618.42	\$ 2,383.37	\$ 2,600.00
00.000.4151.000 Contra Travel	\$ (133.33)	\$ (1,466.63)	\$ (1,466.63)	\$ (1,600.00)
00.000.4151.100 Contra Training	\$ -	\$ -	\$ -	\$ -
00.000.4170.000 Accounting	\$ -	\$ 7,200.00	\$ 5,225.00	\$ 5,700.00
00.000.4171.000 Contra Accounting	\$ (325.00)	\$ (3,575.00)	\$ (3,575.00)	\$ (3,900.00)
00.000.4173.000 Auditing	\$ -	\$ 6,000.00	\$ 2,750.00	\$ 3,000.00
00.000.4174.000 Audit Contra	\$ (250.00)	\$ (2,750.00)	\$ (2,750.00)	\$ (3,000.00)
00.000.4180.000 Telephone	\$ 1,282.11	\$ 8,094.98	\$ 7,791.63	\$ 8,500.00
00.000.4190.000 Administrative Sundry	\$ 4,458.50	\$ 29,368.45	\$ 9,166.63	\$ 10,000.00
00.000.4191.000 Contra Sundry	\$ (916.66)	\$ (10,083.26)	\$ (10,083.37)	\$ (11,000.00)
00.000.4220.000 Tenant Services	\$ -	\$ 140.00	\$ 1,833.37	\$ 2,000.00
00.000.4230.000 Tenant Services Training	\$ -	\$ -	\$ 916.63	\$ 1,000.00
00.000.4310.000 Water	\$ -	\$ 16,328.46	\$ 14,666.63	\$ 16,000.00
00.000.4320.000 Electricity	\$ 2,006.64	\$ 16,893.44	\$ 13,750.00	\$ 15,000.00
00.000.4330.000 Gasoline & Diesel	\$ 441.79	\$ 3,825.62	\$ -	\$ -
00.000.4340.000 Fuel Oil	\$ 3,133.38	\$ 72,543.65	\$ 50,416.63	\$ 55,000.00
00.000.4390.000 Sewer	\$ -	\$ 13,533.15	\$ 14,666.63	\$ 16,000.00
00.000.4410.000 Ordinary Maintenance - Labor	\$ 9,528.72	\$ 115,750.83	\$ 85,357.25	\$ 93,117.00
00.000.4410.200 Ordinary Maintenance/summer Help	\$ 1,238.50	\$ 7,730.95	\$ 9,432.50	\$ 10,290.00
00.000.4411.000 Maintenance Contra	\$ (4,160.31)	\$ (34,461.43)	\$ (31,596.62)	\$ (34,469.00)
00.000.4420.000 Ordinary Maintenance - Material	\$ 4,378.43	\$ 38,215.16	\$ 41,250.00	\$ 45,000.00
00.000.4430.000 Ordinary Maintenance - Cont. Cost	\$ 1,368.34	\$ 68,258.45	\$ 32,083.37	\$ 35,000.00
00.000.4510.000 Insurance Expense	\$ 2,670.00	\$ 29,018.00	\$ 29,333.37	\$ 32,000.00
00.000.4540.000 Employee Benefit Contribution	\$ 10,451.85	\$ 121,273.92	\$ 92,340.38	\$ 100,735.00
00.000.4541.000 Contra Employee Benefits	\$ (6,804.74)	\$ (65,554.60)	\$ (51,933.75)	\$ (56,655.00)
00.000.8020.100 Capital Fund Grant - Capital	\$ -	\$ (153,770.39)	\$ (148,224.12)	\$ (161,699.00)
00.000.4900.000 COVID Expenses	\$ -	\$ 3,979.65	\$ -	\$ -
00.000.4570.000 Collection Losses	\$ 5,207.25	\$ 9,381.19	\$ 4,583.37	\$ 5,000.00
<b>Total Expenses</b>	<b>\$ 38,028.82</b>	<b>\$ 391,095.49</b>	<b>\$ 197,969.53</b>	<b>\$ 215,967.00</b>
<b>Current Year Income &amp; Expense</b>	<b>\$ 10,792.07</b>	<b>\$ 287,903.61</b>	<b>\$ 452,025.09</b>	<b>\$ 493,118.00</b>

**Occupancy As of 05/31/2022**

Project Name	# Units	Unit Days	Occupied	Pct%	Vacant
Borderview Homes	36	1116	1086	97.30%	30
Cherry Lane Apartments	4	124	124	100.00%	0
Fields Lane I	20	620	620	100.00%	0
Fields Lane II	16	496	496	100.00%	0
Fields Lane III	8	248	248	100.00%	0
Hillcrest Estates	17	527	527	100.00%	0
Morningview LLC	25	775	746	96.30%	29
The Meadows	25	775	775	100.00%	0
<b>TOTALS:</b>	<b>151</b>	<b>4681</b>	<b>4622</b>	<b>99.20%</b>	<b>59</b>
<b>Repay</b>			<b>Write Offs:</b>		
R. Johnson	\$199.53	Utilities			
S. Dorsey	\$1,047.00	Non Reporting			
T. Lay	\$288.12	NPR			
			Total	\$0.00	
<b>Total</b>	<b>\$1,534.65</b>				
<b>Section 8</b>		<b>Vouchers</b>	<b>139</b>		
\$51,116.36		<b>Used</b>	<b>140</b>		
<b>Local Programs</b>					
\$163,675					
<b>Fields Lane II</b>					
\$15,735					
<b>Cherry Lane</b>					
\$7,948					
<b>General Fund</b>					
\$231,888					